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No. 4646-47 UT/E-II dated Chandigarh the 28/01/2022 WHIMSICAL

Subject: - Regarding standing order for the recruitment of Constable (Male) for Band Staff in Chandigarh Police.

Enclosed please find herewith a Standing Order No.34/2022 for the recruitment of Constable (Male) for Band Staff in Chandigarh Police for kind information please.

(Jasbir Kaur)

Superintendent (Admn.)
for Superintendent of Police, Hqrs.
Union Territory, Chandigarh.

I/C E-I branch.

I/C Computer Section:-

To upload the same on official website of Chandigarh Police.



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STANDING ORDER NO. 34/2022

RECRUITMENT OF CONSTABLE (MALE) FOR BAND STAFF
IN CHANDIGARH POLICE

(1) **OBJECT**

The object of this Standing Order is to lay down procedure for selection of candidates for the post of Constable Male (Band Staff) in Chandigarh Police so that suitable, smart, intelligent candidates of standard physical fitness and having band equipments playing skills are selected in a fair and transparent manner. The selection process will include Physical Efficiency Test, Physical Measurement Test and Band Instrument Playing Test.

(2) **NOTIFICATION of VACANCIES.**

The vacancies to be filled up will be advertised in the local newspapers indicating clearly the number of posts to be filled up category wise. At least 30 days time will be given from the date of advertisement to submit application. The cost of the application form will be decided by DGP and proper record of amount so collected will be kept by the Accounts Branch. The amount will be deposited in an Account in the name of "Section Officer/Accounts, Police Headquarter (UT) Chandigarh".

(3) **COMPOSITION OF THE SELECTION BOARD**

The DGP will also nominate an officer of the rank of SP or above to conduct Band Instruments Playing Test. The DGP will also nominate an officer of the rank of SP or above as Chairman of PET/PMT Board for the conduct of Physical Efficiency Test (PET) and Physical Measurement Test (PMT). The Officer so nominated will be responsible for the smooth conduct of PET & PMT according to the guidelines mentioned in this standing order.

(4) **ESSENTIAL QUALIFICATIONS.**

(a) **Age 18 to 25 year**

(i)

Relaxation -

Relaxable up to the age of 30 years for SC candidates and up to the age of 28 years for OBC candidates to those categories/ castes as per the Chandigarh Administration rules/ guidelines;

(ii) Relaxable up to the maximum age of 45 years for ex-servicemen as on the cut off date prescribed for the recruitment in the initial advertisement.

(iii) Relaxation upto Five years (in addition to SC/OBC relaxation) for Home Guard Volunteers provided they are working/ on roll continuously for the last 2 years or more, as on the cut date, published for recruitment in the initial advertisement as under:

(A) 2 years relaxation in age to those Home Guards Volunteers who are working/ on roll continuously for 2 years or more as on the cut date as in the initial advertisement;

(B) 3 years relaxation in age to those Home Guards Volunteers who are working/ on roll continuously for 3 years or more as on the cut date as in the initial advertisement;

(C) 4 years relaxation in age to those Home Guards Volunteers who are working/ on roll continuously for 4 years or more as on the cut date as in the initial advertisement;

(D) 5 years relaxation in age to those Home Guards Volunteers who are working/ on roll continuously for 5 years or more as on the cut date as in the initial advertisement.

(iv) Two years relaxation (in addition to SC/OBC relaxation) for wards (sons only) of working or retired or deceased Chandigarh Police employees.

(v) Three years relaxation (in addition to SC/OBC relaxation) for wards (sons only) of Chandigarh Police employees, died while in service.

(b) **Minimum Educational Qualification**

10+2

Relaxation in Educational Qualification :

(A) For a person who have retired from the defence services and have worked as a member of the Defence Band Staff, the minimum educational qualification will be Middle standard.

(B) For a person who have performed in Police Band or in Central Para Military Forces the minimum educational qualification will be Middle standard.

The crucial/cut off date for all purposes such as minimum educational qualification, determining the age of the candidates, etc. will be treated as 1st January or 1st July of the year in which vacancies will be advertised.

(c) **Height.**

5' 7" (Male)

(i) 2" relaxation to the wards (sons only) of working/retired/deceased (except dismissed, compulsory retired or

removed from service) employees of Chandigarh Police.

- (ii) 2" relaxation to candidates who are residents of hill areas.
- (iii) 2" relaxation to candidates who retired from the defence services and have worked as a member of the Defence Band Staff.
- (iv) 2" relaxation to candidates who have performed in Police Band or in Central Para Military Forces.

(d) Chest) (only for male)

- (i) 33" (with expansion of one and half inch)
- (ii) (2" relaxation to the wards (sons only) of working/retired/deceased (except dismissed, compulsory retired or removed from service) employees of Chandigarh Police)
- (iii) 2" relaxation to candidates who retired from the defence services and have worked as a member of the Defence Band Staff.
- (iv) 2" relaxation to candidates who have performed in Police Band or in Central Para Military Forces.

NOTE (1): -

- (1) In order to claim relaxation, the candidates (wards of Chandigarh Police working, retired or deceased employees) has to produce a certificate in Annexure-II which will be issued by the Establishment Branch of Police Headquarters under the signatures of SP or SSP or DIG of Chandigarh Police on the basis of an affidavit (Annexure -1!) to be submitted by the candidate and as per the office record.
- (2) A candidate will be eligible to claim relaxation of physical standard either as Chandigarh Police Ward or as a Hill Area candidate or as a member of the Defence Band Staff or as a member of Police Band and Central Para Military Forces.
- (3) In order to claim relaxation of hill area, the candidate has to produce a valid certificate to this effect (Hill Area Certificate) from the Competent Authority i.e. DC/DM/SDM or Tehsildar of their place of residence at the time of Physical Measurement Test. If any candidate failed to produce the same at the time of Physical Measurement Test, he will not be entitled to claim this benefit at a later stage of recruitment process.
- (4) In order to claim relaxation by retired defence personnel or who have performed in Police band or in Central Para Military Forces in age, qualification, height and chest (as applicable), the candidate has to produce a valid certificate to this effect from the Competent Authority at the time of Physical Measurement Test. Any candidate failed to produce the

same at the time of Physical Measurement Test, he will not be entitled to claim this benefit at a later stage of recruitment process.

(5) **YARDSTICK FOR FINAL RESULT**

The following yardstick should be adopted for the preparation of final result. Total Marks for Band Instrument Playing Test would be 100.

The candidates will be first put to skill of Band Instrument Playing Test and those who will pass Band Instrument Playing Test will be put to Physical Efficiency Test of race and only those who will qualify the Physical Efficiency Test of race will be put to Physical Measurement Test. Further, those candidates who will secure 45 marks in Band Instrument Playing Test or above will be considered qualified in the selection process. The DGP may, however, relax this percentage, for the reasons to be recorded, such as non selection of sufficient number of candidates but this should not be below 35 in any case.

(6) **RECRUITMENT PROCESS**

The recruitment process would be conducted in different stages as under: -

(i) **Notification of Vacancies :-**

The vacancies will be advertised in the leading news papers.

(ii) **Application Form:-**

There will be manual system for inviting applications from the desirous candidates who will fill up the prescribed application form as per specimen available on the Chandigarh Police Website www.chandigarhpolice.nic.in and, thereafter, send the same to the Deputy Superintendent of Police, Recruitment, Sector-26, Chandigarh through registered/speed post along with a demand draft (of the amount to be fixed by DGP in the name of "Section Officer/Accounts Police Headquarters (UT)" and payable at "Chandigarh". DSP/Recruitment will make adequate arrangements to receive the application forms at Police Lines, Sector-26, Chandigarh from the candidates who may intend to deposit the same personally instead of sending the same through registered post. Application forms received through registered post will also be received by DSP/Recruitment. DSP/Recruitment will be responsible for ensuring proper arrangement for receipt of forms in Police Lines. A record of application forms received in Police Lines will be kept. DSP/Recruitment will ensure that forms are handed over to Incharge Computer Section on daily basis under proper receipt. Incharge Computer Section will ensure that data entry of forms is carried out on daily basis.

(iii) **Maintenance of Account:-** The Accounts Branch of the Police Hqrs. will maintain proper account of the Demand Drafts received on account of fee along with application forms. An account will be opened in the bank in the name of Section Officer/Accounts, Police Headquarters (UT) Chandigarh. No application form will be accepted after the closing date under any

circumstances or reasons for delay. This condition will be clearly indicated in the advertisement.

- (iv) **Scrutiny of application forms and Preparation of lists of applicants:-** The Computer Section will scrutinize the application forms and prepare the lists of applicants to be used at the time of Band Instrument Playing Test, Physical Efficiency Test and Physical Measurement Test. They will, however, not wait for the last date of receipt of application forms but from the very first day of receipt of application forms would start the work of data processing and scrutinization on day to day basis. If so required, with the permission of the DGP sufficient staff for data entry etc. will be made available to the Computer Section for the purpose of scrutiny of the application forms.
- (v) **Constitution of Recruitment Board:-** The DGP will nominate an officer(s) of the rank of SP or above as Chairman for Band Instrument Playing Test PET/PMT Board and also for the PMT Appellate Board.
- (vi) **Band instrument playing test, Physical Efficiency and Physical Measurement Test:-** All the candidates/applicants shall be called for Band Instrument Playing Test, Physical Efficiency Test and Physical Measurement Test in the Police Lines, Sector-26, Chandigarh for which tentative dates will be published in the Advertisement itself. No separate intimation regarding dates of Physical Efficiency and Measurement Test will be sent to the candidates. The candidates, through the advertisement published, would be advised to check the dates of their test in the newspapers and on Chandigarh Police website on the dates mentioned in the advertisement. The schedule for Band Instrument Playing Test, Physical Efficiency Test and Measurement Test will be published in the newspapers and Chandigarh Police website by the Chairman of the Board for Band Instrument Playing Test, Physical Efficiency Test and Physical Measurement Test. The entire proceedings of the Band Instrument Playing Test, Physical Efficiency Test and Physical Measurement Test will be video-graphed. The Chairman will decide, keeping in view the number of candidates, the number of counters to be setup for conducting the Physical Efficiency Test and Physical Measurement Test. One officer of the rank of DSP assisted by an Inspector and supporting staff will be assigned the responsibility to conduct the tests on each counter. The Chairman will announce the names of DSPs/Inspectors and supporting staff on the morning of each day of test who will conduct the test on different counters. The staff will be shuffled daily from one counter to another. A certificate will be obtained from each member of the staff conducting the test that no candidate appearing for test is related to him. The Chairman will properly brief the staff to maintain complete integrity while conducting the test and inform them that any lapse on their part would be viewed as grave misconduct. The entire process of PET/PMT will be video graphed and CDs/Pen Drive of video graphy will be kept in safe custody by the Chairman. The following will be

the minimum qualifying standard for Physical Efficiency Test and Physical Measurement Test :-

Event	Male
Race	One mile in 8 minutes
Height	5'7"
Chest	33" with expansion of one and half inch


Only those candidates who will pass the Band Instrument Playing Test would be issued call letters by Incharge Computer Section after checking of original testimonials including SC/OBC certificates. First event of race will be conducted and those who will not clear the race will stand eliminated and will not go for measurement of height & chest. If a candidate does not qualify in any of the events, he will be disqualified for further process of selection and would stand eliminated from further recruitment process. Checking of documents would be at the stage of start of Band Instrument Playing Test.

For Ex-servicemen from the defence or who have performed in Police band or in Central Para Military Forces above 35 years of age, Physical Efficiency Test will consist of one mile jogging in 10 minutes. The cut-off date of age for this purpose will also be the same as for other purposes i.e. age and qualification initially advertised i.e. 1st of January and 1st of July.

For the event of Race there will be only one chance. In case a candidate is injured during the Physical Efficiency Test of race, he will not be eligible for any further chance on this ground. There will be no appeal against the Physical Efficiency Test of Race. However, candidates would be allowed to appeal against the Physical Measurement to the Appellate Board. An Appellate Board for this purpose will be constituted by the DGP under an officer of the rank of SP and above with one DSP assisted by an Inspector. Height measurement stands will be prepared in adequate numbers to meet the full requirement and checked up personally by the Chairman before the start of process to ensure that they are properly marked. When tapes are to be used, tapes (preferably of steel), of standard make and uniform markings will be procured in adequate numbers and supplied to all recruitment teams. The DSP and Inspector detailed for Physical Measurement Test and Physical Efficiency Tests will personally supervise and be held responsible for correctness of measurements and tests and accurate recording of the results. Chairman will supervise the work and carry out test checks to ensure that the work is done properly and efficiently. He will also clearly brief all the DSPs/Inspectors and other staff detailed for this job regarding the manner for carrying out these measurement/tests and recording of the result and their responsibility in the matter. Entries regarding the Physical Efficiency Test and Physical

Measurements Test would be made on the Attendance Sheet at the spot, at the time of measurement/tests by the GO/Inspector in his own hand. No over-writing/errors would be made under any circumstances and all legitimate corrections would be personally attested by the GO/Inspector concerned and got countersigned by the Chairman and handed over to the Chairman/Recruitment Board who will ensure their safe custody;

- (vii) **Final merit list**:- The Chairman will prepare the final selection list on the basis of the marks obtained by a candidate. Where equal marks have been obtained by the candidates, their merit will be fixed as per date of birth, the older in age will be senior. In case date of birth is also the same, marks secured in Band Instrument Playing Test would decide the merit i.e. candidate securing more marks in aggregate will be senior in merit. The list will be duly published on the website of the Chandigarh Police for the information of all the candidates, indicating the numbers of candidates secured in Band Instrument Playing Test.
- (viii) **Final selection list and waiting list** :- From the final merit list of the candidates, a selection list will be issued according to the vacancies advertised. A waiting list up to 25% of the vacancies will also be issued which will remain valid for six months from the date of issue of appointments to the selected candidates. The waiting list will be utilized only in case a candidate selected declines the offer of appointment or is found unfit for appointment on any ground such as medical/character antecedents, etc. In case any selected candidate has joined but quits the job for any reasons, the vacancy will not be filled up from the waiting list. Final selection list and waiting list will also be displayed on the notice boards in Police Lines, Police Headquarters and on the website of Chandigarh Police, in order of merit.
- (ix) **Appeal** :- An officer of the rank of SP or above assisted by one DSP and one Inspector to be nominated by the DGP will constitute the Appellate Board. The Board will consider the cases of such candidates who have submitted an appeal against the Physical Measurements only, on the same day of Physical Measurement Test and in the ground itself and conduct their re-measurements on the same day and record its findings. Appeals made to any other functionary except Appellate Board and after leaving the ground will not be entertained under any circumstances. There will be no appeal against Physical Efficiency Test & Band Instrument Playing Test.
- (x) **Clarifications etc.** - In case any clarification, etc. would be required concerning any ongoing recruitment, the same will be placed before the DGP for decision. However, DGP will not be empowered to change the laid down criteria after the posts having been advertised except in cases as already provided under the provisions of this standing order.


(Praveer Ranjan, IPS)
Director General of Police,
Union Territory, Chandigarh